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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management Division

DATE: 27 May 1954

FROM : Chief, Records Systems Branch

SUBJECT: Vital Materials Training Requirements

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i. As you requested, I have reviewed the Vital Materials Program with [REDACTED] for the purpose of determining what further training is needed. In our opinion, the following training should be given and, with your concurrence, will be undertaken as outlined:

a. Upon completion of a check with each Office to assure inclusion under the Emergency Plan of either the Area Records Officer or some other individual who will serve in that capacity in case of an emergency, training will be given to any persons who are to act in lieu of Area Records Officers. This training will be similar to that previously given at [REDACTED] for all Area Records Officers. It is not proposed to include Area Records Officers who previously participated in this program, nor to repeat the sessions periodically in the future. This appears to be unnecessary because of the relatively simple procedures involved, and because frequent contacts are made with the Area Records Officers regarding deposits and procedures. We do, however, propose to urge that all such persons make periodic trips to the Repository for the purpose of reviewing the material in file and the manner in which it is maintained.

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b. We are presently operating with a very general definition of vital materials which can be interpreted differently by the various offices. A more specific definition has never been developed, probably because of the lack of a clear cut statement of emergency requirements. It is therefore proposed to send to [REDACTED] a memorandum including a proposed statement of emergency requirements with a request that it be approved or revised as necessary. Upon receipt of a reply to this memorandum, we will attempt to develop guides for use in re-appraising all Agency records. We will then schedule meetings with the Area Records Officer and various Division Chiefs of the respective office to give them the specific emergency requirements and instruct them in the application of the guides.

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